

## DUTY STATEMENT

<b>Class Title:</b> Nurse Consultant II	<b>Position Number:</b> 804-491-8195-901
<b>Unit:</b> Program Support Unit	
<b>Section:</b> Community Based Care Section	
<b>Branch:</b> Care Branch	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** Nursing consultation and training to AIDS Case Management Program (CMP) and AIDS Medi-Cal Waiver Program (MCWP).

**Supervision Received:** General direction from the Staff Services Manager I, Chief of the Community Based Care Section.

**Supervision Exercised:** None

**Description of Duties:** Provide nursing consultation and technical assistance regarding the health care needs of persons with HIV/AIDS; provide training to contractors and their staff; and implement the Quality Improvement/Quality Management Program. Requires knowledge of Microsoft Outlook and Word.

### Percent of Time

### Essential Functions

60%

Provides expert health care and nursing consultation, technical assistance, and training to CMP and MCWP contractors on the HIV disease process, HIV care and treatment, and the provision of case management consistent with the Joint AIDS Case Management Protocols and the Program Operations Manual; creates and conducts regional training workshops in collaboration with the section Social Work Consultant, the AIDS Nurse Specialist, and contract monitors; conducts new project director orientations; leads workshops as necessary at the Spring Project Director's Meeting and the annual Fall Conference; assists with projects in developing and implementing Quality Improvement (QI)/Quality Management (QM) programs; reviews and comments on annual QI/QM plans, quarterly QI/QM reports, and Quarterly Progress Reports for assigned projects; and participates in site visits as needed, including the review of client charts, service plans, and resolving case management issues.

25%

Participates in program planning, development, revision, and evaluation of program requirements; participates in and leads internal committees to make recommendations on program policies; maintains an expert knowledge base on HIV disease, case management, health care systems, and the continuum of home and community based care in the public and private sectors; and provides training and technical assistance to Health Program Advisors and other staff.

10%

Provides expert health care/nursing consultation to departmental, branch, and section staff regarding HIV disease; represents the section on various task forces/advisory committees; provides leadership and consultation within the branch or section on special projects, as needed; and participates in the development and critical analysis of the various documents, policies, and procedures related to clinical and organizational issues regarding HIV/AIDS for the office and Department (e.g., Request for Proposals, Budget Change Proposals, reports to the Legislature, etc.).

Travel: 40%

Percent of Time

Marginal Functions

5%

Other duties as required.

Employee's signature	Date	Supervisor' signature	Date